Department of Technology Services – Administrative Transition Team			
Sub-Team: **Payroll**		Sub-Team Chair: Russell Smith	
Name	Role	Dept/Telephone	Email
Mark Austin	Financial Manager	Finance/538-3023	maustin@utah.gov
Larene Wyss	DTS HR Director	DTS/538-3362	lwyss@utah.gov
Brent Sanderson	IT Manager	Finance/538-3830	bsanderson@utah.gov

Project Objective Statement (Scoping Statement)

The Payroll sub-team is charged by the CIO to have the Employee Self Service (ESS) time reporting for all Department of Technology Service employees, including borrowed employees, by January 1, 2006.

There are no HB109 requirements for payroll.

ESS must support cross agency charging. Agencies have requested a "right of review" for DTS, or DTS loaned, employees charging to agency accounting codes.

Task Name	Brief Description	Start Date	End Date	Comments
Plan	Develop project plan for implementing ESS for DTS.			
Develop cross agency charging capacity	Need to modify SAP's ESS system to allow for cross agency charging and then test to make sure it is compatible with agencies existing financial systems.			
Employee Training	Conduct training for all DTS, and DTS, load employees.			
Training Manuals	Product DTS ESS training manuals.			
Communication	Provide timely and informative communications to agency personnel on the ESS implementation.			
Validation	Ensure that ESS is functioning accurately and			

	reliably for all DTS employees.			